

# Community Use of Public Facilities



**Interagency Coordinating Board  
Montgomery County, Maryland**  
December 2008/January-February 2009



## FROM THE DIRECTOR

Dear friends,  
As 2008 comes to a close, I would like to take this opportunity to wish our users a healthy, happy New Year. We realize this has been a challenging

year for many organizations, especially if you are among our 98% that are nonprofit users. We join you in hoping for positive changes in our economy in the coming year.

Acknowledging the extent of nonprofit after-hours use, the ICB makes a concerted effort to set affordable fees and still cover associated costs. Special consideration is given to school and PTA sponsored activities. What adds substantially to the total cost is support staff coverage (which is predetermined by union negotiations with MCPS and includes building service workers, media service technicians, cafeteria workers and security attendants) and heating and air conditioning costs.

As an Enterprise Fund supported solely by user fees (no tax dollars), it is difficult to meet our financial obligations to MCPS for costs that are incurred as a result of community groups in schools as 70% of fees collected each year are reimbursed to MCPS for the added expenses generated by community use.

Many worthy groups and programs often approach CUPF about free use of public facilities. CUPF does maintain a limited fund for which users can apply to help subsidize costs. The fund is restricted to nonprofit groups that meet on weekdays in classrooms and provide an unmet need, is free to participants, and is run by volunteers. Check our website for further details.

The ICB, as a policy-making board, and CUPF, as an agency implementing the policies, are committed to our mission of over 30 years in making public facilities accessible and affordable to the community. We appreciate your continued support.

Warmest regards,  
*Ginny Gong*

## INCLEMENT WEATHER CLOSINGS

Be advised, CUPF works in collaboration with MCPS when community use activities are cancelled on weekdays due to inclement weather. CUPF always makes the determination about weekend activities.


General guidelines are:

- When MCPS closes schools for the day or closes schools early due to inclement weather, then community use will be cancelled.
- When the academic day is completed, CUPF will decide whether evening community use activities will occur. At times MCPS will make a separate decision about school sponsored after-school activities.
- CUPF makes the determination about inclement weather closings on weekends. Sometimes weekend delayed openings or early closings necessitate canceling some activities. All activities scheduled outside that time would proceed as scheduled.

The best way to stay up-to-date on closings is to sign up for email alerts. By following the 4 easy steps below, you can find out immediately via email when community use is cancelled. You can also check our website [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)



### **SIGN UP FOR INCLEMENT WEATHER CLOSINGS**

- 1) Go to [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)**
- 2) Select  Sign up for email updates: eSubscription**
- 3) Create an account & check boxes for alerts and subscriptions**
- 4) Fill out eSubscription Registration Form then click on Submit**

## NEW FIELD USE FEES AND GUIDELINES

Be advised, new fees for field use go into effect with the next field scheduling window which begins on June 1, 2009 for use from July through November of 2009. In keeping with MNCPPC guidelines, permits for field use for most nonprofit groups will now be charged at the rate of \$3 per hour. Tournament or clinic rates are generally \$22 per hour and other costs may apply.

Please keep in mind too that MCPS fields will be taken "off-line" from time to time to provide opportunities for field maintenance. It is a challenge for CUPF to balance the needs of user groups for field space with the need for some fields to have a "rest period" so that they can be properly maintained. Because there are a finite number of fields, field-based programs cannot expand as much as groups might like. Please consider this in your team/league outreach efforts and future planning.

## CHANGES IN CHILDCARE PROGRAMS

Beginning with the 2009-2010 school year, CUPF will implement a new re-bidding process for all before and after school childcare programs that use shared space in schools. This new process will open the door for new providers, as well as licensed home childcare operators, with an opportunity to offer childcare services at the 108 schools that participate in the program. Newly selected childcare providers will be given a one-year lease with a maximum of four annual renewals. In addition, the new bidding process will allow principals and parents to have input in the decision-making process at their schools. More information is available on our website or by calling Eleanor Wallace at 240-777-2718.

## NEW WINDOW FOR LIBRARY USE

Beginning this spring, CUPF is shifting to two application submission windows for use of public library meeting rooms. This change will help us to provide more timely responses. The new submission windows are as follows:

### For use during Jan 1 – June 30:

County agencies may submit requests Sept 15 – Oct 1  
Community users may submit requests Oct 15 – Oct 31

### For use during July 1 – Dec 31:

County agencies may submit requests Mar 15 – Apr 1  
Community users may submit requests Apr 15 – Apr 30

## ARTIFICIAL TURF FIELD USE AT RICHARD MONTGOMERY

The new Richard Montgomery High School is the first MCPS facility with a state-of-the-art, environmentally friendly artificial turf stadium field. Users can apply to use the field. Rates established by the ICB for community use of the stadium field are as follows:

### Per hour rate for field use - all times

- \$125 In-County/Nonprofit
- \$200 Out-of-County/Commercial

### Minimum hours per use (excluding clean-up)

- 2-hour min. Monday – Friday
- 3-hour min. Saturday, Sunday and holidays
- 4-hour min. camp/clinic use

### Per hour use of stadium lights - all times

- \$35

### Clean-up and other Services

- Will be in accordance with current fee policy

The fee includes access to stadium restrooms. Interested groups may submit requests to CUPF using the standard indoor facility use form. Online forms will be available in the near future.

## BEWARE OF PROMETHEAN BOARDS!

MCPS is installing Promethean Boards (Smart Boards) in most classrooms. If your group is assigned a room with a Promethean Board, please know that while they look similar to white boards, they are **not** the same. Promethean Boards are "interactive" and work with a computer. Most Promethean Boards have some sort of electrical hookup, which helps to differentiate them from regular white boards. These boards are costly and community users should not tamper with them. Use of regular markers, even white board markers, damages the boards, which are costly to repair or replace. CUPF will be working with the schools to cover these boards. If you go into a classroom and see a covered board, please do not remove the cover. **In the event of damage, community users are responsible for repair and/or replacement.**

As more schools convert to Promethean Boards, there will be fewer blackboards/whiteboards available for your use. Groups are encouraged to consider procuring portable boards or flip charts as use of blackboards/whiteboards cannot be guaranteed.



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[www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)